

# CITY OF SCOTTSDALE - Employment Application

The City of Scottsdale Promotes a Drug and Alcohol Free Workplace

We are an Equal Opportunity/Reasonable Accommodation Employer

Your signed application can only be accepted in hard copy form. Please mail or bring your completed application to:

City of Scottsdale Human Resources - 7575 E. Main St., Scottsdale, AZ 85251 - (480) 312-2491

- Do not change the format or layout of this form.
- Print neatly in ink or type.
- Answer all questions completely.
- Complete and include all supplemental forms.
- Read all information/disclaimer on this application.
- Sign this application and all other forms.
- If you have any questions or problem, please request assistance.

## Position Desired

Position Applied For:

Job Posting No:

Salary Requirements:

Please check the shift(s) you are interested in:

Full Time

Part Time

Rotation (all shifts)

Nights

Temporary

Weekends

## Personal Data

Name:

Address:

City:

State:

Zip:

Phone

Home:

Office:

Message:

Are you a U.S. citizen? \_\_\_\_ Yes \_\_\_\_ No

Are you over age 18? \_\_\_\_ Yes \_\_\_\_ No If no, please give age:

Have you ever worked or volunteered for the City of Scottsdale? \_\_\_\_ Yes \_\_\_\_ No If yes, please give dates:

Are any of your relatives employed by the City of Scottsdale? \_\_\_\_ Yes \_\_\_\_ No

Explain:

Driver's License No. & State:

Class:

Expiration:

Commercial Driver's License No. & State:

Class:

Expiration:

Please list other names you have used:

Have you ever been discharged, requested or forced to resign from any position for misconduct or unsatisfactory service?  
\_\_\_\_ Yes \_\_\_\_ No

If yes, please explain circumstances:

"Crime" as used in this section means any and all felonies, misdemeanors and serious driving offenses, including but not limited to driving while/under the influence of intoxicating liquor or drugs, extreme DUI, reckless driving, aggressive driving, racing/exhibition of speed, leaving the scene of an accident, driving on a suspended, revoked or refused license, or any other driving offense that is a misdemeanor, or for which the possible penalty includes jail time. "Crime" does not include minor (civil) traffic offenses. If you are not sure how to answer this question, please ask for assistance.

"Convicted" means that you have pleaded guilty or nolo contendere ("no contest") to a crime and/or have been sentenced for a crime, whether incarcerated, placed on probation, fined or receiving a suspended sentence.

**Q: Have you ever been convicted of a crime, regardless of whether the conviction was later set aside or expunged, in any domestic, foreign or military court? Answer by writing "Yes" or "No" \_\_\_\_\_**

**Q: Are you presently pending trial or other court proceeding for any crime? Answer by writing "Yes" or "No" \_\_\_\_\_**

**If you answer "yes" to either or both of these questions, please give the details of offense(s) for which convicted (or trial pending), date(s) of conviction(s) and jurisdiction(s) (court, city, county & state). If an offense(s) has been set aside or expunged, please give date(s).**

Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI). All offers of employment or continued employment will be subject to satisfactory review of any criminal convictions you may have. **\*\*NOTE** A criminal conviction(s) does not constitute an automatic bar to employment. Factors including, but not limited to, age at time of offense(s), and the relationship between the offense(s) and the job(s) for which you have applied will be taken into account. **Your failure to make a full and accurate disclosure of any prior convictions(s), or to answer the questions above fully and accurately, however, will result in the rejection of any pending application or offer for city employment, or termination of city employment, as applicable.**

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Education				
Education: Indicate highest grade completed		Grade School: (1-8)	High School: (9-12)	
Did you graduate from High School or do you have a G.E.D.? ____ Yes ____ No			High School G.P.A.:	
Name of School, College(s) or University	Major	Credit Hours	Degree & Year*	G.P.A.
*Proof of degrees from College/University obtained will be required upon hire.				
Name of Trade/Technical/Business or Other School(s) Attended		Course of Study	Diploma & Year	
List License (date & #), professional registrations (date), certificates and professional memberships:				
List Honors, Awards, Fellowships:				
Skills Overview				
Approximate Typing Speed in words per minute:				
List computer software with which you are familiar:				
Fluent in a language other than English:	Language(s):	Speak:	Read:	Write:
Please summarize relevant skills and experience that exemplify your qualifications for the above position:				
Summarize Community Services work (paid or volunteer) including dates:				
Summarize Leadership roles:				

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Employment History			
Current or most recent employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Present/Ending:	Hours per week:
Work Performed:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? ____ Yes ____ No			
Employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Ending:	Hours per week:
Work Performed:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? ____ Yes ____ No			
Employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Ending:	Hours per week:
Work Performed:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? ____ Yes ____ No			

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Employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Ending:	Hours per week:
Work Performed:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? ____ Yes ____ No			
Employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Ending:	Hours per week:
Work Performed:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? ____ Yes ____ No			
Employer:			Phone:
Address:			
Your Title:		Number of workers you directly supervised:	
Employment Dates	From:	To:	
Supervisor's name/title:			
Starting Salary:		Ending:	Hours per week:
Work Performed:			
Reason for leaving or wanting to change:			
May we contact this employer if you are considered for the position? ____ Yes ____ No			

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### Conditions of Consideration for Employment

All information contained on the application is subject to verification. The City of Scottsdale will conduct background checks including but not limited to, work references, driving records, criminal conviction records and educational attainment. New hires for some City positions may be required to pass a physical examination at the City's expense.

I understand an employment offer is contingent upon successful completion of a pre-employment alcohol/drug test. Applicants testing positive for illegal drugs, unauthorized prescription drugs or alcohol will not be hired by the City. I further understand that any condition which may preclude my ability to perform essential functions of the job and such conditions can not be reasonably accommodated will disqualify me from consideration for employment in the job for which I was examined. I also authorize the City of Scottsdale to conduct future examinations and work-related reviews by a physician and agree to follow any consequent prescribed work restriction, activities, and/or treatment.

I understand that employment with the City of Scottsdale is also contingent upon successful completion of a national background investigation and for relevant positions, a physical examination and polygraph examination.

I understand that specific positions at the City of Scottsdale may require me to provide evidence of an acceptable driving record.

I understand that employment at the City of Scottsdale is "at will" meaning that it may be terminated at any time by either party.

I understand all conditions of employment including but not limited to hours, benefits and salary are subject to change by the City of Scottsdale at any time.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

If employed, I agree to abide by all policies, regulations and guidelines established by the City of Scottsdale.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. (Americans with Disabilities Act of 1991)

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Scottsdale and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from City service. In addition, I give the City of Scottsdale the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the City of Scottsdale in providing relevant, job related information that will assist in this process. My signature below acknowledges my understanding and agreement with the above.

**Signature:**

**Date:**

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## TO ALL APPLICANTS - EQUAL EMPLOYMENT OPPORTUNITY SURVEY

Instructions: Please print clearly in each category below.

Last Name:		First Name:	M.I.:
		Phone Number:	
Address:			
City:		State:	Zip:
Position Applied For:			Job Posting Number:

The following information is being collected by the City of Scottsdale Human Resources office for research and federal equal employment opportunity requirements only. Your responses are strictly voluntary and will help in monitoring our affirmative action efforts. If you choose not to answer any of the items, you will not be subject to any adverse effects. However, we urge you to do so and assure you that this form is confidential. It will be separated from your application prior to referral to any City hiring program

Indicate your choice of responses for items A - F by placing an **X** in the appropriate box. If you do not wish to answer the item, please mark the "No response" box.

### A. Ethnic Category:

Check only one (definition of categories are below.)

<input type="checkbox"/> White (WH)	<input type="checkbox"/> Black (BL)
<input type="checkbox"/> Hispanic (HI)	<input type="checkbox"/> Asian (AS)
<input type="checkbox"/> American Indian (AI)	

### B. Sex

<input type="checkbox"/> Male (M)	<input type="checkbox"/> Female (F)
<input type="checkbox"/> No Response	

### C. Age Group

<input type="checkbox"/> Under 20 (19)	<input type="checkbox"/> 20-29 (20)
<input type="checkbox"/> 30-39 (30)	<input type="checkbox"/> 40-49 (40)
<input type="checkbox"/> 50-59 (50)	<input type="checkbox"/> 60-69 (60)

### D. Veteran Status

<input type="checkbox"/> I am a veteran of the United States Armed Forces, honorably separated following more than 180 days of active duty. Excluding training and reserve duty. (1)	<input type="checkbox"/> I am not a veteran. (2)
<input type="checkbox"/> I am a spouse of a permanently disabled veteran. (3)	<input type="checkbox"/> I am the spouse of an active duty Armed Forces member who is missing in action. (4)

### E. Are you disabled? (For definition of "disabled" see below.)

<input type="checkbox"/> Yes (1)	<input type="checkbox"/> No (2)
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### F. How did you learn of this position?

<input type="checkbox"/> Interest Card (01)	<input type="checkbox"/> Newspaper (02)
<input type="checkbox"/> Job Bulletin (03)	<input type="checkbox"/> Job Line (04)
<input type="checkbox"/> Referral Agency (05)	<input type="checkbox"/> City of Scottsdale Internet Site (07)
<input type="checkbox"/> Other (06)	<input type="checkbox"/> Other Internet Site _____(08)

### Human Resources Use Only

Status: ☐ ☐ ☐ Disposition: ☐ ☐

City of Scottsdale  
Supplement Questionnaire  
RECREATION LEADER II

**Note: A completed application and supplement is required for consideration.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please answer all questions on **both sides** of the supplement and turn in with your application.

1. Describe in detail your experience in planning, organizing, and conducting programs and activities in the parks and/or recreation related field.

2. Mark an "X" in the box next to those areas in which you have special training or experience.

☐ Working with children, teens, or adults with disabilities:

*If you are interested in working with Adapted Recreation, please enclose a resume with this application showing current paid and volunteer experience.*

\* May include any or all of the following duties: Planning and leading recreation activities; Providing personal assistance as needed; Facilitating the inclusion of youth with disabilities into existing programs; working with groups or coaching individuals within a group in a recreation class or day camp environment. Prior experience is preferred.

☐ After school or youth programs: Plan/organize/implement after school or recreation programs for 1<sup>st</sup>-6<sup>th</sup> graders or teens, at a school or community facility.

Age groups worked with: \_\_\_preschool \_\_\_1<sup>st</sup> – 6<sup>th</sup> grade \_\_\_6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade \_\_\_Teens

☐ Sports Coaching: Coach or plan sports games/activities/with a sports theme for children in specific age groups.

☐ Event Planning: Plan and coordinate family and neighborhood or community events.

☐ Front desk/customer service: Answering phones, assist walk-in customers/patrons.

3. Mark an "X" next to those skills in which you have special training and are prepared to organize and direct.

\_\_\_\_Arts and Crafts  
\_\_\_\_Dance  
\_\_\_\_Music  
\_\_\_\_Other  
\_\_\_\_Other

\_\_\_\_Drama  
\_\_\_\_Games and Activities  
\_\_\_\_Outdoor skills: camping, desert survival, hiking  
\_\_\_\_Tennis  
\_\_\_\_Other sports( list below)

4. Describe any experience in supervising personnel.
5. *Writing Exercise:* After school recreation programs for elementary youth are offered throughout the city, at parks and school facilities. Highlighting these programs is important, and often we're able to send a bulletin to the media, to notate the activities at an afterschool program to help promote its importance. Lights on Afterschool, a national initiative, highlights afterschool programs throughout the country, on a special day, Thursday, October 9<sup>th</sup>, after school.
- What specific ideas would you have to help market the "lights on afterschool" promotion?
  - Write a sample bulletin to the media, highlighting the importance of afterschool programs for our youth and inviting the public to the Lights on Afterschool program in their local neighborhood
6. Flexibility in hours is desirable. Schedules will require some evening and weekend work. INDICATE THE TIMES YOU ARE AVAILABLE TO WORK

<i>Current Availability</i>	<i>a.m.</i>	<i>p.m.</i>	<i>Fall/Winter Availability</i>	<i>a.m.</i>	<i>p.m.</i>
Sunday			Sunday		
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		

7. Are you available:      All seasons (Jan. - Dec.)      \_\_\_\_\_  
                                      Fall season (Sept. - Nov.)      \_\_\_\_\_  
                                      Winter season (Dec. - Feb.)      \_\_\_\_\_  
                                      Spring season (Mar. - May)      \_\_\_\_\_  
                                      Summer season (June - Aug.)      \_\_\_\_\_
8. What date can you start? \_\_\_\_\_